

STANDARD FORM NO. 64

File
Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

DATE: 14 January 1949

FROM : Assistant Deputy Services Officer

SUBJECT: Monthly Report - December 1948

Transmitted herewith is the monthly volume report for the Supply Division and the personnel figures for the month of December 1948.

25X1A9a

Assistant Deputy Services Officer

NOTE - FUTURE REPORTS WILL BE GREATLY REDUCED AS TO DETAIL.

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1. STATUS OF PERSONNEL, SERVICES OFFICE, SUPPLY DIVISION

	<u>Total No. of Personnel Allowed Under Approved Table of Organization.</u>	<u>Total Number of Personnel on Duty</u>	<u>Total Number of Personnel Inter- viewed & Actions Initiated.</u>	<u>Remaining Unfilled Positions.</u>
Office of Chief	25X9A2	[REDACTED]	0	2
Contract Section		[REDACTED]	0	0
Procurement Section		[REDACTED]	3	0
Real Estate & Utilities Section		[REDACTED]	2	1
Appliance Maintenance Section		[REDACTED]	1	0
Telephone Section		[REDACTED]	5	0
Storage and Issue Section		[REDACTED]	7	1
TOTALS		[REDACTED]	18	4

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VOLUME:

Procurement Section:

a. Requisitions:

Requisitions numbered and processed,..... 942

Distribution as follows:

Procurement Section	591
Storage and Issue Section	200
Typewriter Repair Shop.....	67
Contract Section	14
Communications Division	16
Real Estate and Utilities.....	52
Special Procurement.....	0
Transportation	2
	<hr/>
	942

Requisitions that have been numbered and distributed but no information as to action taken posted on Kardex copy:

	<u>1948</u>	<u>1949</u>
Purchase.....	0	149
Storage and Issue	0	113
Storage & Issue (Oper & Med).....	0	50
Special Procurement.....	0	2
Typewriter Repairs.....	0	48
Real Estate & Utilities.....	1	34
Communications Division.....	0	35
Contract Section.....	1	27
Dispensary.....	0	0
Transportation.....	0	4
	<u>2</u>	<u>462</u>

The above includes requisitions in the process of being filled, purchase orders pending distribution, checking, signature, and encumbrance by Finance Division.

Further breakdown of requisitions held within Procurement Section:

Without action.....	11
Pending receipt of bids.....	17
Pending clearance.....	11
Pending clarification.....	3
Pending justification.....	0
Pending repairs and billing.....	23
	TOTAL 65

Total number of items involved.....155

Requisitions and/or purchase orders completed during period:
Fiscal Year 1947: 7 Fiscal Year 1948: 390 Fiscal Year 1949: 993

b. Purchase Orders:

Purchase orders prepared and typed.....	1093
Total number of items involved.....	2059
PO's prepared but pending checking and signature.....	0
PO's prepared but pending encumbrance.....	31
Total amount expended.....	\$209,468.85

c. Telephone Calls:

Total number of telephone calls received..... 1408
Total number of telephone calls out..... 2142

d. Bids:

Formal bids prepared and typed.....	46
Items involved.....	109
Contractors invited to bid.....	252
Formal bids outstanding.....	15
Telephone bids prepared and typed.....	11
Items involved.....	20
Contractors invited to bid.....	35
Telephone bids outstanding.....	0
Informal bids prepared and typed.....	103
Items involved.....	386
Contractors invited to bid.....	118
Informal bids outstanding.....	28

e. Letters:

Prepared and typed..... 531

f. Memoranda:

Prepared and typed..... 219

g. Wires:

Prepared and typed..... 4

h. Bills of Lading:

Prepared and typed..... 12

i. Petty Cash Fund:

Purchases and/or services rendered by
use of Petty Cash Fund..... \$53.81

j. Printing and Binding

Estimates received..... \$2189.27

APPLIANCE MAINTENANCE SECTION:

Number of requisitions received during month of December.....	52
Number of requisitions completed during month of December.....	57
Number of requisitions incomplete from present & previous month.....	30
Overhaul and shop work.....	29
Overhaul and shop work on S&I machines.....	7
Service Calls.....	117
Service calls made for NSC.....	0
Total number of machines repaired.....	153
Estimated dollar value of all overhauls and repairs.....	\$961.00

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to January 1 and which have not been processed.....	60)
Requests received in writing during December.....	140
Telephone calls received during December.....	1020
Requests processed by memorandum.....	110
Requests processed verbally.....	430
Requests processed by FWA form #52.....	21
Requisitions written for contractual services	1
Work orders written for contractual services (\$13,400).....	10
Requisitions written, miscellaneous.....	7
Requests processed for moves of equipment.....	23
Space Moves <u>16</u> Personnel moved.....	414
Man hours worked by regular assigned FWA laborers.....	8400
Man hours worked by additionally assigned FWA laborers.....	3148

CONTRACT SECTION:

	<u>Voucherized</u>	<u>Unvoucherized</u>
Contracts completed:		
Supply	4	\$15,718.00
Service	2	341.51
Contracts Pending:	4	
Supply		
Amendments to Contracts completed:		
Developmental	1	10,000.00
Unnumbered Contracts completed:		
Supply	5	3,797.88
PBA Authorizations for field space:		
Supply	8	8,109.01
Service	3	659.25
Lease	2	9,023.96
	Total	\$37,649.61
		40,035.00
Total voucherized and unvoucherized contracts		\$77,684.61
Invitations to bid issued	4	
No. of Reqns. incomplete as of 1 Dec.	12	
No. of Reqns. received during Dec.	11	
No. of Reqns. completed during Dec.	13	
No. of Reqns. incomplete as of 1 Jan.	10	
Total Number of contracts, amendments etc., handled	33	
Figure		

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STORAGE AND ISSUE SECTION

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>
1. Purchase Orders received	996	6,448	340,210
2. Job orders for reloading and storage	296		2,948,295
3. Requests for local delivery or pick-up			3,698,500
4. Job orders for Cargo to be processed and packed for overseas	119	1,482	418,662
	33	66	4,179
5. Requests for Domestic shipments	84		648,352
6. Job orders for service	148	1,540	427,947
7. Orders for Cargo to be shipped overseas			491

Office Supplies

	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
Credit Vouchers	418	3,322	354,415
Debit Vouchers	35	57	254,899

Office Equipment

Credit Vouchers	129	277	782
Debit Vouchers	66	178	852

Operational Equipment

Credit Vouchers	52	175	68,355
Debit Vouchers	28	63	5,007

Medical Supplies

Credit Vouchers	3	54	314
Debit Vouchers	16	39	2,648

Furniture Repairs: Service Calls: 108 Stock Repairs: 72